

Nomination Guidance Form

Please complete and submit your nomination to LimeCulture CIC via email to universities@limeculture.co.uk. Nominations must be **submitted by Friday 28th May 2021**. Nominations submitted after this date will not be considered. If you have any queries, please contact LimeCulture on 0203 633 0018.

About the LimeLight Awards 2021

In 2019, the LimeLight Awards were introduced for the first time for qualified SVLOs and SVMLOs (in Scotland) working in Universities and HEIs with the aim of acknowledging the outstanding contributions and achievements of individual SVLOs/ SVMLOs, SVLO/ SVMLO Teams and SVLO/ SVMLO Managers. LimeCulture is delighted to be hosting the awards for the second time at the upcoming National Sexual Violence Liaison Officer Conference 2021 to continue to celebrate the excellence, dedication and commitment to supporting victims of sexual violence demonstrated by SVLOs and SVMLOs.

There are 3 LimeLight Awards:

- The Saskia Jones Award for an individual SVLO/ SVMLO
- Award for a SVLO/ SVMLO Team
- Award for a SVLO/ SVMLO Manager

LimeCulture CIC is committed to the development of the SVLO/ SVMLO workforce. Since the establishment of our accredited SVLO Development Programme in 2016, we have supported more than 250 SVLOs and SVMLOs over 45 Universities and Higher Education Institutions to qualify and work within their universities to develop high-quality, independent and professional support services to students reporting sexual violence within universities. We have been delighted to see the increase in the number of Universities adopting the SVLO/ SVMLO model. With this increase, we are also seeing Universities commit to provision of high-quality, innovative, professional services that meet the complex needs of the people who use the services.

LimeCulture's view is that SVLOs/ SVMLOs and their services deserve to be properly recognised for the important, challenging and professional work they do to support those who have been subjected to sexual violence and misconduct. The LimeLight Awards are intended to be a step in the direction of professional recognition of SVLOs and SVMLOs and their services.

Category One: The Saskia Jones LimeLight Award for individual SVLO or SVMLO

This category looks to celebrate excellent practice carried out by UK-based individual SVLOs and SVMLOs. Nominations are welcomed from individuals wishing to recognise their colleagues' efforts, from managers nominating a member of their team and from people who use the service provided by the SVLO/ SVMLO. Individual SVLOs/SVMLOs can also nominate themselves for an award.

Award One: Saskia Jones Award for Outstanding Achievement by a SVLO or SVMLO

This LimeLight Award celebrates the achievements of an individual SVLO/SVMLO supporting students who has demonstrated commitment, passion and exceptional encouragement and support for their clients.

Judges will be looking for evidence of outstanding contribution to their role as a SVLO/ SVMLO.

This year, the individual award is dedicated to Saskia Jones.

Category Two: LimeLight Award for a SVLO or SVMLO Team/Service

This category looks to reward UK-based SVLO/ SVMLO teams or services of all sizes who are leading the way in the provision of SVLO/ SVMLO services. Nominations are welcomed from individuals, colleagues or service providers/ organisations. Other services may also nominate the SVLO/ SVMLO Team. SVLO/ SVMLO Team members or Managers are also welcome to nominate their own Teams. We call this award the 'SVLO/ SVMLO Team Award' in order to encompass all SVLO/ SVMLO services, regardless of how long the service has been established, who are delivering new and innovative practice.

Award Two: SVLO/ SVMLO Team Award

This LimeLight award seeks to recognise and reward a SVLO/SVMLO team or service that has made a significant contribution to supporting their clients by developing new practice.

Judges will be looking for evidence of how nominee(s) have used innovation and creativity to improve the services they offer to their clients. Nominations should be supported by practical examples, where possible.

Category Three: LimeLight Award for a SVLO/ SVMLO Manager

This category looks to reward UK-based managers of SVLO/ SVMLO teams or services. Nominations are welcomed from individuals, colleagues or service providers/ organisations. SVLO/ SVMLO team members are also welcome to nominate their own managers.

Award Three: Award for Inspirational SVLO/ SVMLO Manager

This LimeLight award seeks to recognise and reward a SVLO/ SVMLO Manager who has taken a fresh approach to leading, developing and managing an SVLO/ SVMLO Service or Team. Judges will be keen to see evidence of how the nominees have used their leadership and inspiration to motivate and drive their teams.

Why enter?

Winning an award will bring recognition for the teams and individuals behind the outstanding achievements. You or your nominee will benefit from national publicity, recognition for being the best in your field, and the chance to share best practice. Shortlisted nominees will also be entitled to free attendance at the Conference (<https://limeculture.co.uk/events/sexual-violence-liason-officer-svlo-universities-conference/>).

If you know a SVLO or SVMLO, a team of SVLOs/ SVMLOs or a SVLO/ SVMLO manager that you think are deserving of an award, why not nominate them? Perhaps you have been doing some exciting and innovative work with the people you work with? If so, why not nominate your own team for an award?

How to enter?

A nomination for any LimeLight Award must be submitted by Friday 28th May 2021; below is some information you will need to provide when you submit your nomination.

1. Browse the categories and decide which award(s) you would like to nominate for.
2. Start early: try to answer the key questions below well in advance of the deadline so you get plenty of time to collect all the relevant details for a perfect application.
3. Read our list of tips.
4. Submit your entry by completing the nomination form and emailing it to universities@limeculture.co.uk.

Nomination Content

The nomination form will ask to complete information about yourself as the nominator, information about your nominee, the award you are nominating the nominee for, and why you are nominating them.

You will be asked to provide a summary (not exceeding 400 words) of why you believe the nominee(s) should win the award. The summary should include the following, where possible:

- The length of time the service has been running (team award) / the nominee has worked in their role (individual awards).
- How many people work for the service (team and managers awards).
- How the individual or team has impacted the people that they/ it support(s).
- What the individual or team has done over and above the general expectations of their role(s).
- Your relationship to the nominee (if you are nominating someone else).

In completing the form, it is essential to provide concrete examples to illustrate your statements. Please include any relevant facts/ figures to support what you have said.

Tips for Nominating

Remember that by the time the judges get to your entry, they may have already sifted through lots of others so make yours stand out!

- Prepare your nomination: in a word document that can be easily edited, amended and then emailed to universities@limeculture.co.uk when finalised.
- Tell a story: write your entry as though you are telling a story and don't be shy about talking about the nominee's achievements and successes.
- Use real evidence with factual examples and illustrations: this will give more depth to your nomination.
- Keep it simple: less is often more. Avoid unnecessary jargon and flowery language. Check for typos, grammatical errors and spelling.
- Stick to the truth: don't exaggerate or include false claims, as judges will see through them.
- Use real evidence: this will give more depth to your nomination.
- Be ruthless when redrafting: once you've written your rough draft submission, read it over several times and cut out unnecessary information. This will make it much clearer. It's also a good idea to get someone who hasn't been directly involved to look over it to double-check for clarity.

Don't forget to contact us on universities@limeculture.co.uk or 0203 633 0018 if needed.

Rules for Nominating

1. Nominations must be submitted by email to universities@limeculture.co.uk. No hard copy entries will be accepted.
2. Only fully completed entry forms will be accepted. Word limits are to be strictly observed.
3. Nominations can include information prior to calendar years 2020/2021, but the majority of information should relate to accomplishments since the last Awards in December 2019.
4. All nominee(s) must be UK based.
5. Members of the judging panel may not be put up for nomination.
6. The entry form represents the full and entire official entry. Attempts to further influence the judges by any means outside of, or in addition to, the official entry may result in disqualification.
7. If you nominate someone for more than one award, each nomination must be submitted as a separate entry.
8. Completed nominations must be submitted no later than Friday 28th May 2021.
9. On receipt of your entry, the awards administrator will confirm its arrival via email. If you do not obtain such a receipt within three working days, it is your responsibility to contact us to confirm its arrival. Unless you have this written or verbal confirmation from us, we cannot guarantee the arrival of your entry.
10. It is essential that we can contact the nominee easily with questions regarding the submission, or for judging enquiries and requests for further information. Therefore, please provide us with full contact details for the nominee on the entry form.
11. Shortlisting will take place during June 2021 and the winners will be announced at the LimeCulture [SVLO Conference](#) on Thursday 8th July 2021.
12. All shortlisted nominees are entitled to one free place at the LimeCulture [SVLO Conference](#) 2021. All entrants reaching the provisional shortlist will be contacted upon announcement of the provisional shortlist to discuss their attendance.
13. LimeCulture Community Interest Company will publish details of the shortlisted nominees and category winners, including profiles of their services, using the information taken from the entry form. We will not reveal the names of those organisations/ individuals who are not shortlisted.

Good Luck!